

Position Description

headspace Griffith Youth Access Clinician

Program	headspace
Location	headspace Griffith
Employment Type	Full time
Classification	SCHADS
Travel Required	On request

About Lead Agency Centacare South West NSW

We are a Catholic Social Service agency of the Diocese of Wagga Wagga and we exist to make a positive difference in people's lives. Our Vision is to empower communities, children, individuals, and families to create change for the better. We do this by creating thriving, resilient, and connected communities.

Our Objectives:

- Community needs are at the heart of everything we do.
- We are a recognised and trusted brand, and a provider of choice for our communities.
- We demonstrate organisational sustainability.
- We foster our Catholic identity.

Organisational Context

We are a not for profit, non-government organisation that has been providing professional services to individuals, children, health care professionals, businesses, and families since 1991. We are a member of Catholic Social Services Australia.

We act on behalf of the Diocese of Wagga Wagga to alleviate disadvantage through the provision of services to children, young people, individuals, families, and the broader communities within South West NSW.

Position Purpose

The purpose of the Youth Access Clinician position is to effectively engage, screen, assess, refer, provide brief interventions and coordinate care for young people aged 12-25 years, that contact or are referred to headspace Griffith.

As one of the first contact points for young people accessing headspace Griffith, the Youth Access Clinician will need to build a positive rapport with a wide range of young people, as well as their family and friends. The Youth Access Clinician will need to be skilled in assessing a young person's needs, including complex risk assessments and the ability to action a plan to mitigate any identified risk.

The Youth Access Clinician will participate in regular clinical supervision and will be required to

present and discuss cases with the clinical care team. The Youth Access Clinician works as part of a multidisciplinary team and will also work closely with local community and partner youth and health services, to provide holistic and integrated care.

About headspace

headspace is Australia's National Youth Mental Health Foundation, providing early intervention mental health services to 12–25 year-olds. headspace supports young people with mental health, physical health (including sexual health), alcohol and other drug services, as well as work and study support.

With a focus on early intervention, headspace works with young people to provide support at a crucial time in their lives – to help get them back on track and strengthen their ability to manage their mental health in the future.

To find out more about Centacare South West NSW go to our website www.centacareswnsw.org.au or to find out about headspace go to www.headspace.org.au.

Locations

The headspace Youth Access Clinician will be based at 1/26 Ulong Street, Griffith NSW 2680. However, the position may require the Youth Access Clinician to work at other locations in accordance with organisational needs. Where required, travel is included in the course employment.

Position Details

Reports to	Centre Manager
Direct Reports	Clinical Accountability: Clinical Lead. All positions are accountable to the Board of Management of the Centacare South West NSW (through the organisational management structure).
Division	headspace Griffith
Requirements	<ul style="list-style-type: none"> • NDIS Worker Screening Check. • Working with Children Check. • Possess an unencumbered driver's license. • It is a condition of employment that prospective employees provide confirmation of COVID-19 vaccination

Relationships

External	<ul style="list-style-type: none"> • Various
Works Closely with	<ul style="list-style-type: none"> • Centacare South West Staff • Clients • Contractors • Service providers

Skills & Responsibilities

These Key Accountabilities align with Centacare South West NSW's strategic and operational goals.

Skills & Responsibilities	Key Performance Indicators
Service Delivery	
<ul style="list-style-type: none">• Work under the direction of the Centre Manager and the Clinical Lead to support the provision of youth-friendly, early intervention services at the headspace centre.• Provision of professional, high-quality services to clients.• Efficient processing/completion of client details into client management systems and effective record keeping.• Effective participation in supervision and professional practice development.• Positive feedback from clients on services provided.• Prompt reporting of notifiable incidents to the Clinical Leader and Centre Manager.• Compliance with Centacare South West NSW policies and procedures• Provide comprehensive assessment and consultation services to young people, their families/carers, and professionals seeking services.• Manage, assessment and referrals processes for more complex and 'higher risk' young people and assist others in the team to do so.• Deliver evidence-based brief interventions, including group interventions, with young people and their families/carers.• Participate in Clinical Review meetings.• Liaise with internal and external stakeholders and promote the headspace program, communicate regularly with, build, and maintain, collaborative working relationships with health and welfare agencies, and the general community.	
Program Implementation	
<ul style="list-style-type: none">• Assists headspace Griffith in working towards a collaborative approach with relevant agencies to ensure effective communication regarding client care and progress is shared with appropriate stakeholders in line with information sharing guidelines.• Participate in stringent data collection to facilitate accurate reporting to funding bodies, board of management and advisory groups on program performance, outcomes, activities and quality measures.• Supported transitions between headspace and external services, to be seamless and minimise risk, while offering young people, their family and friends the support to be involved in transition planning.	
Quality Assurance	
<ul style="list-style-type: none">• Upholds clinical governance principles that align with all national, state, and local standards, particularly the National Mental Health Standards 2010, and include feedback mechanisms, relevant clinical supervision, and performance monitoring and review arrangements.• Actively undertake administrative duties related to the role and those that support the organisation.	

- Participates in team meetings, planning activities, program evaluations and Centacare South West NSW quality assurance activities.
- Contributes to best practice standards of program service delivery through supporting the promotion and implementation of quality management systems, evaluation and reporting.
- Complete all mandatory learning according to Centacare South West NSW requirements and induction.

Health & Safety

- Adhere and contribute to Work Health and Safety (WHS) by complying with the Work Health Safety Act 2011, and the organisations WHS management system.
- Contribute to and ensure a positive and collaborative culture within the organisation.
- Be familiar with the use of procedures and their relation to Centacare South West NSW policies.

Human Resources

- Participate in recurring meetings
- Partake in Centacare's six-monthly probationary review.
- Undertake any other duties as requested by the Centre Manager.
- Maintain a current check for working with young people, as per the relevant state legislation.
- Maintain a current NDIS worker screening check
- Maintain a current driver's license.
- Maintain eligibility to work in Australia.

Selection Criteria

Essential

1. Tertiary level qualifications in behavioural/social sciences, social work or occupational therapy.
2. The ability and experience to undertake intake and screening activities to determine client needs, and to assist clients to access appropriate services.
3. The ability and experience to conduct risk assessments, including suicide and violence risks, and to develop action plans that mitigate these risks.
4. The ability and experience to be able to deliver brief therapeutic interventions, counselling services, treatment planning and case management.
5. Knowledge and experience of trauma-informed practice, in working with young people and their families.
6. Exceptional interpersonal skills with the ability to work with a diverse range of people, in particular the ability to engage with young people and advocate on their behalf.
7. Experience working in a multidisciplinary team environment, coordinating client care.
8. Ability to work both independently and collaboratively as a productive team member.
9. Highly developed verbal and written communication skills.
10. Excellent organisational and time management skills, including the ability to prioritise and manage multiple and competing work tasks and deliver to agreed deadlines.
11. Computer skills including word processing, spreadsheets and database applications.

12. A sound understanding and commitment to the philosophy of Centacare South West NSW and a willingness to work according to the organisations Mission, Vision, and Values.

13. Current drivers' licence.

Desirable

1. Current full registration with the Australian Health Practitioner Regulation Authority (AHPRA) or current full membership with the Australian Association of Social Workers (AASW).
2. Experience providing a range of therapeutic interventions to young people
3. Experience in the development of care plans and biopsychosocial assessment.
4. An understanding of the issues relating to young people living in a regional community, in terms of accessing treatment services and in supporting recovery.
5. Experience in communicating with GP's, psychiatrists, and other mental health professionals.
6. Knowledge of local and regional health services, youth friendly services, and social networks for young people.
7. Experience in running groups (therapeutic, skills building or other).

Personal Attributes

- Passionate about working with young people and committed to their health and wellbeing.
- Ability to work collaboratively with internal and external stakeholders.
- Ability and commitment to continuous learning.
- Strong work ethic.
- Adaptability and flexibility to changing work environments and requirements.
- Reliable and results focused
- Courteous, with high levels of professionalism, confidentiality, and discretion.
- High attention to detail.

Centacare South West NSW Values

 <p>Courage</p>	<p>We are a strong and sustainable service, with good operational performance to ensure we can meet community needs now and into the future. By maintaining governance and performance frameworks that promote quality services and a professional and skilled workforce.</p>
 <p>Respect</p>	<p>Along with our engaged staff who are leading brand ambassadors for Centacare we will strengthen our community insight through consumer and carer consultation.</p>
 <p>Compassion</p>	<p>Community needs are at the heart of everything we do. We are a leading social service agency providing quality services to the vulnerable, continually increasing services to meet the growing needs of our communities.</p>
 <p>Excellence</p>	<p>We are a centre of excellence. We are innovative and adaptable. We have high standards and ensure best practice approach to our service.</p>
 <p>Team</p>	<p>We are a team. We build a positive team spirit. We watch out for each other. We support each other and we celebrate success. As a team, we make a difference.</p>
 <p>Faith</p>	<p>As a Catholic Social Service Agency, we are proud of our heritage, spirituality, vocation, and whole-person care. We embed Catholic Social Teaching and social justice which guides our work and provides the foundation for our values. By working with the whole person, as an individual, as a family, as a community and as a unique spiritual being.</p>

Centacare South West NSW is committed to ensure our organisation upholds the Safety of all children and young people and their right to be safe. We are compliant with the recommendations of the Office of Children's Guardian.

Reviewer	COO	Version:	February 2026
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